



# DEPARTMENT SUMMARY

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## City Attorney

Provide correct, helpful, timely and cost-effective legal representation and advice to the City Council and City departments in matters of law pertaining to the functioning of the City.

### About City Attorney

The City Attorney Department is responsible for representation and advice to the City Council, the Redevelopment Agency, Boards, Commissions and all City officers and staff in all matters of law pertaining to the City.

These responsibilities include, but are not limited to: attending City Council, Planning Commission and other board and commission meetings as needed; handling over 1,000 annual opinion requests and other assignments involving necessary legal work; and weekly agenda preparation and review of items that come before City Council and Planning Commission. In addition, the office is responsible for all City code enforcement and litigation services.

The office is staffed by six attorneys (the City Attorney and five assistants) and five clerical staff, which function as a close team. Many assignments cross over into several departments (e.g., Public Works, Community Development, Risk Management, Parks and Recreation, Police and Fire departments). Attorneys work cooperatively on complex matters such as the negotiations for Airport property development, major land use, environmental and water law issues, and complex litigation.

### Fiscal Year 2008 Budget Highlights

The City Attorney's Office will provide legal support to the City Council, City Administrator, and departments in pursuit of their objectives, among other things:

- General Plan Update;
- Airport Terminal Expansion Project;
- Neighborhood Improvement Task Force and code enforcement;
- Zoning law revisions, particularly the Neighborhood Preservation Ordinance;
- Defenses of litigation claims and prosecution of city claims;
- Planning issues; and
- Employment law issues.

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# DEPARTMENT SUMMARY

## City Attorney

### Department Financial and Staffing Summary

	Actual FY 2006	Amended FY 2007	Projected FY 2007	Proposed FY 2008	Proposed FY 2009
<b>Authorized Positions</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>
<b>Hourly Employee Hours</b>	<b>1,000</b>	<b>820</b>	<b>820</b>	<b>820</b>	<b>820</b>
<b>Revenues</b>					
RDA Reimbursement	\$ 104,530	\$ 182,613	\$ 206,900	\$ 202,518	\$ 211,631
Overhead Allocation Recovery	353,702	367,850	367,850	297,393	310,776
Other Revenue	30,047	-	28,862	-	-
General Fund Subsidy	1,548,016	1,587,235	1,516,648	1,675,210	1,788,588
<b>Total Department Revenue</b>	<b>\$ 2,036,295</b>	<b>\$ 2,137,698</b>	<b>\$ 2,120,260</b>	<b>\$ 2,175,121</b>	<b>\$ 2,310,995</b>
<b>Expenditures</b>					
Salaries and Benefits	\$ 1,628,313	\$ 1,712,101	\$ 1,693,195	\$ 1,826,063	\$ 1,956,644
Supplies and Services	402,658	425,597	427,065	346,850	354,351
Non-Capital Equipment	5,324	-	-	2,208	-
<b>Total Department Expenditures</b>	<b>\$ 2,036,295</b>	<b>\$ 2,137,698</b>	<b>\$ 2,120,260</b>	<b>\$ 2,175,121</b>	<b>\$ 2,310,995</b>

The City Attorney Department is budgeted in the General Fund.

## CITY ATTORNEY PROGRAM

➤ City Attorney



### RECENT PROGRAM ACHIEVEMENTS

The City Attorney's Office continued to provide cost effective legal services concerning all City and Redevelopment issues.

## City Attorney (Program No. 1211)

### Mission Statement

Provide correct, helpful, timely and cost-effective legal representation and advice to the City Council and all City officers and staff in all matters of law pertaining to the functioning of the City.

### Program Activities

- Represent and advise the City Council, the Redevelopment Agency, Boards, Commissions and all City officers in all matters of law pertaining to their offices.
- Attend all meetings of the City Council, and give advice or opinions orally or in writing whenever requested to do so by the City Council or by any of the commissions, boards or officers of the City.
- Represent and appear for the City in all actions or proceedings in which the City is concerned or is a party, and represent and appear for any City officer or employee, in all civil actions for any act arising out of his or her employment or by reasons of their official capacity.
- Prosecute on behalf of the people all criminal cases arising from violation of the provisions of the City Charter or of City ordinances.
- Approve the form of all City contracts and bonds issued by the City.
- Prepare proposed ordinances and City Council resolutions and related amendments.
- Perform such legal functions and duties pertaining to the execution of responsibilities mandated by the City Charter.

### Key Objectives for Fiscal Year 2008

- Resolve 80% of all Code Enforcement referrals within 180 days of receipt of referral.
- Summarize all new State and Federal laws and regulations, which may impact the City and provide the summary to all Departments.
- Prepare instructional memos on various aspects of the following State laws regarding municipalities: the Brown Act, the Public Records Act, the Political Reform Act, Government Code Section 1090 et seq., CEQA, and Proposition 218.
- Provide staff seminars on the requirements of the following state laws regarding municipalities: AB 1234 Ethics Training, the Brown Act, the Public Records Act, the Political Reform Act, Government Code Section 1090 et seq., CEQA, and Proposition 218.

## Key Objectives for Fiscal Year 2008 (cont'd)

- Develop a standardized City contract format for the following contract situations: a) long-term leases (retail and non-retail situations); b) professional services contracts for State-licensed professionals; c) professional services contracts for non-licensed professionals; d) utility franchises; e) grant agreements; f) loan agreements; and g) affordability covenants.
- Work with Community Development and Public Works Land Development Team to develop various sets of standardized City conditions of approval for each of the different types of Title 28 Development Plan and other project approval situations.
- Provide legal advice and code enforcement staffing for the Neighborhood Improvement Task Force.
- 🌿 Reduce production and distribution of printed legal documents by increasing use of scan and email technologies.
- 🌿 Train and encourage all departmental staff to turn off lights when leaving an office or unoccupied room for more than 10 minutes.
- 🌿 Ensure that staff is trained to recycle 100% of recyclable products.

## Financial and Staffing Information

	Actual FY 2006	Amended FY 2007	Projected FY 2007	Proposed FY 2008	Proposed FY 2009
<b>Authorized Positions</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>
<b>Hourly Employee Hours</b>	<b>1,000</b>	<b>820</b>	<b>850</b>	<b>820</b>	<b>820</b>
<b>Revenues</b>					
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## Program Performance Measures

Performance Measures	Actual FY 2006	Projected FY 2007	Proposed FY 2008
Percent of code enforcement referrals resolved within 180 days of referral	N/A	N/A	80%

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